

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision. The employee of this class oversees fire prevention and public education, manages equipment and supplies, provides for training, and directs fire ground operations. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, goals, and objectives for the department. Supervises the personnel management functions of the department and assigns work to the appropriate personnel. Researches and collects data regarding department operations, reviews department structure in light of that information, and makes any necessary structural changes. Reviews legislation, regulations, ordinances, and court rulings related to fire department operations. Evaluates department productivity and adjusts programs and procedures for a better work flow. Monitors any local conditions which may affect the department.

Establishes a personnel recruitment and selection program in accordance with EEOC standards and interviews prospective employees. Oversees promotional eligibility lists. Establishes a system by which personnel performance will be evaluated and uses the information from those evaluations to make decisions on job assignments. Assists in the development of and administers a comprehensive personnel plan that provides for employee compensation and benefits. Balances meeting employee needs while maintaining organizational goals. Develops a grievance resolution procedure for department employees. Reviews work, delegates assignments, outlines responsibilities, sets task priorities, and sets long term goals for subordinates. Provides employees with the supplies necessary to complete their jobs and holds meetings with subordinates to communicate information. Adjusts work schedules, approves leave, and reviews employee reports. Counsels employees who are experiencing work problems. Motivates employees and maintains discipline within the department. Establishes an internal affairs review process. Inspects the appearance of department equipment and personnel to ensure that standards are met.

Manages the general accounting for the department. Oversees accurate fiscal records by recording expenses, disbursements, and related financial transactions of department accounts. Prepares a departmental operating budget and authorizes expenditure of funds in accordance with the budget. Locates grants available for fire protection and writes requests for grants and funds to aid in fire department operation.

Promotes a positive public image of the work of the department in the daily performance of duties. Responds to requests to the fire department and coordinates the work of the department with related agencies. Serves as official department representative at any required meetings. Makes speeches before civil groups, acts as department representative to the news media, and handles complaints from the public. Identifies local fire protection problems and community needs, then targets fire prevention education to these areas.

Oversees a training program for the department and provides on-the-job training for department members. Provides outside instruction to meet any training needs not available in the department program. Devises a risk management program, investigates all accidents, and monitors the results of the risk management program. Develops and implements a safety program for the department. Oversees the training of subordinates in safety and takes any action necessary to avoid accident hazards. Oversees proficiency in the use of department equipment by attending training courses to acquire or maintain certifications in firefighting fields. Attends educational meetings and conferences to keep informed on modern fire fighting and administrative practices.

Purchases equipment and supplies, and oversees the process of maintaining an inventory for the department. Oversees the general care and maintenance of department property, obtains repair estimates, and arranges for repairs. Directs the inspection of equipment after repairs to see that repairs were properly completed. Prepares specifications on new department equipment for public bid. Provides for and oversees a communication system for the department.

Directs record retention policy in the department and supervises the preparation and maintenance of all department records. Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning the format, content and retention of fire department records. Completes any forms or records required and compiles data needed for reports.

Develops and implements an emergency management system and directs fire ground operations. Directs and monitors command staff members who are responsible for the operation, including hazardous materials emergencies, and special tactical situations. Oversees a system to provide for organized, rapid care to injured persons, establishes effective fire ground communication procedures, and directs a program of fire planning in order that the department be

able to provide services to the community in the most efficient manner possible.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be at least twenty-five (25) years of age.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.